



# Department of **CITY PLANNING**

Office of Buildings – Residential Workstream  
55 Trinity Avenue, Suite 3800  
Atlanta, Georgia 30303  
Tel: 404.330.6906  
Email: [residential-oob@atlantaga.gov](mailto:residential-oob@atlantaga.gov)

## **Checklist for Plan Submission DEMOLITION OF ONE- OR TWO-FAMILY DUPLEX RESIDENCE**

### **PLANNING OR CODE ENFORCEMENT REVIEW**

- ✓ Demolition of one or two family residence to rebuild requires approval by the Office of Planning prior to submitting application to Office of Buildings. Build back plans are required. Contact the Office of Planning for additional information at 404-330-6145.
- ✓ Demolition of one or two family residence approved by the Code Compliance if there is an existing case requiring demolition. Contact Code Compliance at 404-330-6190.
- ✓ Other demolitions approved dependent on percentage of deterioration.

### **ZONING REVIEW REQUIREMENTS**

Survey and/or Site Plan to include:

- ✓ Location of existing house, driveway, decks, pool, accessory structures, retaining walls, and impervious surfaces.
- ✓ Location of any existing structures and/or impervious surfaces to remain.

### **SITE DEVELOPMENT REVIEW REQUIREMENTS**

Site Plan to include:

- ✓ Location of existing house, driveway, decks, pool, accessory structures, retaining walls, and impervious surfaces, etc.
- ✓ Location of any existing structures and/or impervious surfaces to remain.
- ✓ Construction entrance.
- ✓ Soil & erosion control plan showing all required best management practices with required notes.
- ✓ Comprehensive checklist for the Department of Watershed Management is available at: <http://www.atlantawatershed.org/forms/>

### **PLUMBING REQUIREMENTS**

- ✓ Sewer Plug Permit required to be issued at the time the Demolition permit issued.

### **ARBORIST REVIEW REQUIREMENTS**

Survey and/or Site Plan to include:

- ✓ Location of existing structures, retaining walls and impervious surfaces.
- ✓ Location of any existing structures and/or impervious surfaces to remain.
- ✓ Location of all trees on property whose critical root zones will be impacted. Each tree to be labeled by species – hardwood ( hwd) or pine. Include all hardwoods with diameter of breast height  $\geq 6"$  and pines with a diameter of breast height  $\geq 12"$ .
- ✓ Show and label 4 ft. orange tree protection fences which must be located at the edge of critical root zone or work limits.
- ✓ Existing and proposed underground utilities, i.e. water, gas, electric, sewerage, etc. that will be removed from the site.
- ✓ Dumpster location and construction material staging area
- ✓ Limit of land disturbance



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- ✓ If no trees are in or around the area of the proposed demolition provide photos showing all sides of existing structure, retaining walls, and impervious surfaces which clearly shows no trees will be impacted along with a signed "No Trees Impacted Statement".
- ✓ If trees in the public right of way are impacted or destroyed, then approval from the Office of Parks Arborist is required. The approved plans should be submitted to the Office of Buildings, Arborist division. For additional information contact the Office of Parks at 404-5456-6813.
- ✓ Go to Department of Planning and Community Development's Arborist Division for complete checklist of requirements.  
(<https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings/arborist-division/arborist-forms-and-checklists>)

## **RODENT LETTER**

- ✓ Rodent inspection is required before issuing demolition permit.
- ✓ Extermination Company to provide letter on official letterhead stating the date of inspection and summary of inspection. Must be dated within 30 days of permit issuance.

## **ASBESTOS REMOVAL**

- ✓ If asbestos is being removed or encapsulated, provide Notification of Asbestos Renovation, Encapsulation, or Demolition form from Georgia Department of Natural Resources, Asbestos Licensing and Certification Unit, Environmental Protection Division.
- ✓ Forms available on EPD website <https://epd.georgia.gov/asbestos>
- ✓ For additional information, contact EPD Atlanta office at 404-656-7802.